



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(भारत सरकार के वस्त्र मंत्रालय द्वारा स्थापित और निफ्ट अधिनियम 2006 द्वारा शासित
एक सांविधिक निकाय)

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010

(फोन: 0535-2702426)

निविदा दस्तावेज

निविदा संख्या: 9504(109)/Admin/NIFT/RB/Supply of Stationery items /2018

Date: 01.06.2020

राष्ट्रीय फैशन प्रौद्योगिकी संस्थान (निफ्ट), रायबरेली, निफ्ट कैंपस में कार्यालय उपयोग हेतु स्टेशनरी सामान की आपूर्ति हेतु "दिपद्विती" प्रणाली के तहत ई- निविदा आमंत्रित करता है। ई-निविदा नोटिस और ई-निविदा दस्तावेज निफ्ट की वेबसाइट <https://niftenders.eproc.in> और <https://nift.ac.in/raebareli> पर उपलब्ध है। निविदाकारों से अनुरोध है कि निविदा सूची में दरों को अंकित करने से पूर्व वे ई-निविदा दस्तावेज में दिए गए निर्देशों एवं शर्तों को सावधानीपूर्वक पढ़ लें; और उसके बाद ही बोली दर अंकित करें। निविदा के लिए आवेदन केवल ऑनलाइन माध्यम <https://niftenders.eproc.in> से स्वीकार किया जाएगा, कोई अन्य तरीका नहीं स्वीकार किया जाएगा। निफ्ट संस्थान के पास बिना किसी कारण बताए पार्टियों/फर्म/एजेंसीयो/निविदाकार को स्वीकार या अस्वीकार करने का अधिकार आरक्षित है।

निविदा अधिसूचना की तिथि	01.06.2020
निविदा जमा करने की अंतिम तिथि:-	25.06.2020, 03:00 बजे अपराह्न
निविदा प्रपत्र खुलने का तिथि एवं समय (तकनीकी)-	25.06.2020, 04:00 बजे सायं
वित्तीय निविदा प्रपत्र खुलने का तिथि एवं समय -	तकनीकी योग्यता पूर्ण करने वाले निविदाकारों को इलेक्ट्रॉनिक संचार माध्यम से अधिसूचित किया जाएगा
आवश्यक बयाना राशि- रु० 5,000/-	डिमांड ड्राफ्ट निफ्ट रायबरेली के पक्ष में देय होगा।

बयाना धन राशि रु. 5,000/- का डिमांड ड्राफ्ट के प्रारूप में निफ्ट, रायबरेली के पक्ष में देय होगा।

मूल बयाना राशि को एक बंद लिफाफे में रख कर जिस पर टेंडर संख्या एवं दिनांक..... सुस्पष्ट शब्दों में अंकित करके दिनांक 25.06.2020, को अपराह्न 03:00 बजे या उससे पहले निम्नलिखित पते पर भेज दे।

सेवा में,

संयुक्त निदेशक, नेशनल इंस्टिट्यूट ऑफ फैशन टेक्नोलॉजी, दूरभाष नगर रायबरेली- उत्तर प्रदेश, पिन -229010

ऑनलाइन आवेदन से पूर्व फर्म को <https://niftenders.eproc.in> पर भुगतान कर पंजीकृत होना सुनिश्चित करे।

वार्षिक ऑनलाइन पंजीकरण शुल्क रु० 2000 + अतिरिक्त शुल्क (टैक्स)

ऑनलाइन बिड प्रसंस्करण शुल्क रु० 160 + अतिरिक्त शुल्क (टैक्स)

टिप्पणी: इस निविदा दस्तावेज में 12 पृष्ठ (संलग्नकों सहित पृष्ठों की कुल संख्या) है और निविदाकारों से अनुरोध है कि कृपया सभी पृष्ठों पर हस्ताक्षर करने का कष्ट करें।

संयुक्त निदेशक
निफ्ट रायबरेली



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान

(भारत सरकार के वस्त्र मंत्रालय द्वारा स्थापित और निफ्ट अधिनियम 2006 द्वारा शासित)

एक सांविधिक निकाय)

निफ्ट कैंपस, दूरभाष नगर, आईटीआई परिसर, रायबरेली - 229010

(फोन: 0535-2702426)

9504(109)/Admin/NIFT/RB/Supply of Stationery items /2018

Date: 01.06.2020

TENDER DOCUMENT FOR FOR SUPPLY OF STATIONERY ITEMS

Date of tender notification	01.06.2020
Last date for receipt of duly filled in tenders (Online)	25.06.2020 at 15:00 hrs
Date and time of the opening of Technical bid of tenders	25.06.2020 at 16:00 hrs
Date and time of the opening of Financial bid of tenders	Will be informed to the technically qualified tenderers bidders
Earnest Money Required	Rs. 5,000/- in the form of DD in favour of NIFT, payable at Raebareli.

For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying

- Annual Registration Charges of Rs. 2000 + applicable taxes.
- Bid Processing Fee charges Rs. 160+ applicable taxes.

Note:

This tender document contains total 12 pages and tenderers are requested to sign on all the pages.

No price should be mentioned in technical bid.

Joint Director
NIFT

INTRODUCTION

About NIFT:

National Institute of Fashion Technology (NIFT) was set-up by the Ministry of Textiles, Government of India in the year 1986 which has been accorded statutory status under the Act of Parliament in 2006 (NIFT Act 2006) for the promotion and development of education and research in field of Fashion Technology . NIFT provides fashion business education across the country through its network of 16 centers. It provides four year under graduate (UG) program in design and technology, two years post graduate (PG) program in design, fashion management and fashion technology and short duration education program to address the specialized needs of professional and students in the field of fashion. NIFT has its head office at New Delhi with its campuses located at Bengaluru, Bhopal, Bhubaneswar, Chennai, Gandhinagar, Hyderabad, Jodhpur, Kangra, Kannur, Kolkata, Mumbai, New Delhi, Patna, Raebareli, Shilong and Srinagar.

About NIFT Raebareli Campus:

NIFT Raebareli campus started functioning from 13th February, 2007 on 11.46 acres of land in the premises of Indian Telephone Industries (ITI). Since 2007, the campus has been conducting four years Bachelor Programmes in Design in Fashion Design & Accessory Design disciplines. From 2011, the Centre also started to offer Leather Design as the third design discipline at the Raebareli centre. One new UG Programme, Fashion Communication and one PG programme; Master of Fashion Management was started from the Academic session 2015-16.

ELIGIBILITY CRITERIA

The Agency/Firm having an experience of at least 1 year of running Stationery Shop is eligible to apply. The firm shall have requisite registration certificate for dealing in stationery items.

SUBMISSION OF BIDS

- a. The interested agencies/contractors should apply online and submit their tender along with scanned copies of all the relevant certificates, documents, etc. in support of their technical & price bids – all duly signed – on the <https://nifttenders.eproc.in> till **15.00 Hrs. on 25.06.2020**. E-Tender documents is also available for viewing on the “tenders” link of the NIFT Portal & NIFT website i.e. <https://nifttenders.eproc.in> & <http://www.nift.ac.in>
- b. Applications to this tender will be accepted only in online mode through the website <https://nifttenders.eproc.in>.

- c. For applying online, the Firm should get itself registered at <https://nifttenders.eproc.in> by paying
- **Annual Registration Charges of Rs. 2000 + applicable taxes**
 - **Bid Processing Fee charges of Rs. 160 + applicable taxes.**
- d. The interested agencies/contractors may contact C1 India for online registration at following email Id's : sandeep.bhandari@c1india.com and niftsupport@c1india.com or Tel: +91-124-4302033 / 36 / 37 and mentioning their Company Name, Address and User ID for Approval of Registration, and Tender ID and Tender Title for Approval of Bid Processing Fees.
- e. The Firm should ensure that it complies with the requirements as per works before applying for.
- f. The interested firms are advised to read carefully the entire tender document before submitting their tender and the tender documents not received online in prescribed format and/or are found incomplete in any respect shall be summarily rejected.

Basic Requirements

The basic requirements for registration and applying for tender online are as under:

- Operating System should be windows 7 or above.
- Java version : Java 8 update 25.
- Use Internet Explorer 11 version.
- All java add-ons must be enabled in the system.
- Always use Class III B Digital Signature Certificates (DSC) having Signing and Encryption both.

For online procedure tenderer may contact on following Helpdesk officers:

- Email: niftsupport@c1india.com , sandeep.bhandari@c1india.com
- Phone: 0124-4302033/36/37



TERMS AND CONDITIONS

1. The tender form should be filled up in all respects & no column should be left blank. Each page of the tender document including the pages containing the terms & conditions should be signed by the tenderer. The tender bid should be in the original tender. Incomplete tender form shall be summarily rejected.
 - (a) E-tender shall be received on or before the last date/time indicated above and shall be opened on the same day, in the presence of the tendering parties. The Earnest Money of **Rs.5,000/-** (Rupees five Thousand only) shall be submitted with tender by way of Demand Draft in favour of "**National Institute of Fashion Technology**", payable at Raebareli. The successful bidder has to deposit the security deposit of **Rs. 30,000/-** in the form of demand draft in favour of National Institute of Fashion Technology payable at Raebareli within two weeks after issue of order. The EMD of the successful bidder will be deposited as security deposit and the balance security amount will be deposited within 14 days after awarded the contract and no interest will be paid or accrued on this security deposit. Security deposit will be discharged after a period of 60 days beyond the date of completion of all contractual obligations of the firm.
 - (b) If the contractor fails or neglects any of his obligations under the contract, NIFT Rae Bareli reserve the right to forfeit either whole or any part of security deposit furnished by the bidder as penalty for such failure.
2. The tenderers must submit copies of all documents required, duly self attested, along with technical bid of the e-tender. Tender documents of tenderers not producing proof of possessing above mentioned documents are liable to be rejected without any notice.

The tenderers shall comply with all the requirements under qualifying criteria. Proofs shall be attached with Technical Bid, failing of any of the criteria under Technical Bid will disqualify for opening of price bid.
3. The conditional offers shall be summarily rejected.

I accept the above terms and conditions

Signature of the Tenderer

4. **Validity of the contract:** The contract for providing stationery items will be valid for a period of one year which may be extended for further period with the mutual consent of both the parties on the same terms & conditions.
5. NIFT Rae Bareli reserves the right to terminate the contract by giving 15 days notice and without assigning any reason thereof.
6. The contractor will not be eligible to further sublet this contract to any other party.
7. If the material supplied is found to be sub-standard, the supplier shall be bound to replace the same with the standard material at his own cost, risk and responsibility. The necessary penalty will be imposed as per decision of NIFT.
8. The tenderer will supply the material as per supply order within 07 days from the date of receipt of the supply order at NIFT Campus, Doorbhash Nagar, Raebareli, UP. failing of which to 0.5 % (Half Percent) of the value of delayed goods will be levied per week subject to maximum of 10% of the ordered value.
9. The demand of material in the supply order can also be split up for any items- increase or decrease depending upon the current requirement of the institute.
10. The payment shall be released on monthly basis after receipt of the bill.
11. Acceptance of the items from the successful bidder will be subject to strict conformity with specification prescribed in the tender documents and in the supply order.
12. It will be the sole discretion of NIFT either to accept or to reject any or whole the tenders submitted by the successful Bidder, without assigning any reason whatsoever, and the decision of NIFT – Raebareli shall be final and binding to the entire bidder.
13. The tender will be awarded to the firm who have quoted the **highest discount** (in %) on MRP of stationery items indicated at Annexure 'B'. The discount will be applicable on MRP of all the stationery items mentioned at 'Annexure 'B'. Further if other stationery items of reputed brands (not covered at Annexure 'B') are required to be procured as per institutional/situational requirement of NIFT Rae Bareli, the same discount will also be applicable on these items. Thus bidders are expected to quote the discount accordingly.
14. The existing discount on MRP of stationery items is 17%. Thus the flat discount on MRP of stationery items should not be less than 17%.
15. If the last day of submission of tender happens to be 'Holiday' next working day deemed to be treated as last date of tender.
16. Dispute if any, arising out of the contract shall be settled by mutual discussion or arbitration by sole arbitrator to be appointed by Director, NIFT at Rae Bareli as per the provisions of the Indian Arbitration and Conciliation Act,1996 and the rules framed there under.
17. All legal disputes shall be subject to jurisdiction of Rae Bareli, Uttar Pradesh court only..

I accept the above terms and conditions

Signature of the Tenderer

Undertaking

We have carefully read the above terms and conditions, have satisfied ourselves of the meaning implied therein and after fully understanding all the implications of these conditions, we agree them without any reservation and undertake to abide them fully and unconditionally.

I accept the above terms and conditions

Signature of the Tenderer

**Annexure 'A'****TECHNICAL BID**

1. Name of the Company.....
2. Name of the authorized person (who signs on the tender document).....
3. Address of the Company.....
4. E-mail ID:.....
5. Phone No.(Mob.).....Fax.....

Eligibility Criteria for Selection:

Sl. No	Particulars	Proof Required	Attached at Pg. No.
1.	Tender documents duly completed and signed but without indicating the rates as a mark of compliance of the bid conditions.	To be filled and signed	
2.	Please Specify as to whether Tenderer is Sole Proprietor /Pvt Ltd/Partnership firm (Name of the partner should be specified in this case).		
3.	Required Earnest Money deposit of Rs. 5000/- (in the form of DD)	DD No.: Date: Amount:	
4.	Details of Experience of at least 1 year for running Stationery Shop (Proof must be attached)		
5.	Registration No. for dealing in stationery items (proof must be attached)		
6.	Copy of GST Registration Certificate : (Copy must be attached)	No: Validity up to:	
7.	Copy of the PAN of the Firm (Copy must be attached)	PAN No.:	

Note: All the documents must be self attested failing which tender is liable to be rejected.

Seal of the Company/Firm:

List of stationery/ consumable items

S. No.	Particulars	Approx. Consumption per year
1	Attendance Register (for Staff) 01 Qr.	06 Nos.
2	Attendance Register (for Staff) 02 Qr.	02 Nos.
3	Attendance Register (for Staff) 03 Qr.	02 Nos.
4	Attendance Register (for Students) 02 Qr.	05 Nos.
5	Attendance Register (for Students) 03 Qr.	10 Nos.
6	Attendance Register (for Students) 04 Qr.	10 Nos.
7	Binder clips 25 mm (Infinity / equivalent reputed brand)	50 Nos.
8	Binder clips 32 mm (Infinity / equivalent reputed brand)	50 Nos.
9	Binder clips 41 mm (Infinity / equivalent reputed brand)	30 Nos.
10	Box File (with Lever) of good quality	200 Nos.
11	Calculator-Big Size (Citizen / equivalent reputed brand)	05 Nos.
12	Calculator-Medium Size (Citizen / equivalent reputed brand)	10 Nos.
13	Carbon Paper (Blue) – Kores/Camlin/Kangaro / equivalent reputed (210 X 330mm)	02 Pkts.
14	CD (Moserbaer / Sony/HP / equivalent reputed brand)	50 Nos.
15	CD/DVD Case (Plastic)	50 Nos.
16	Cello Tape-1 Inch Width (Avon / equivalent reputed brand)	100 Nos.
17	Cello Tape-1.5 Inch Width (Avon / equivalent reputed brand)	50 Nos.
18	Cello Tape-2 Inch Width (Avon / equivalent reputed brand)	50 Nos.
19	Computer Mouse for PC, Optical (USB)-Logitech/Dell/HP	20 Nos.
20	Correcting Fluid (Kores/Camlin / equivalent reputed brand)	20 Nos.
21	Dak Dispatch Register (08 quire) (Sangam/Gracemark / equivalent reputed brand)	02 Nos.
22	Dak Receipt Register (02 quire) (Sangam/Gracemark / equivalent reputed brand)	02 Nos.
23	Dak Receipt Register (03 quire) (Sangam/Gracemark / equivalent reputed brand)	02 Nos.
24	Dak Receipt Register (04 quire) (Sangam/Gracemark / equivalent reputed brand)	02 Nos.
25	Dak Receipt Register (05 quire) (Sangam/Gracemark / equivalent reputed brand)	02 Nos.
26	Dak Receipt Register (08 quire) (Sangam/Gracemark / equivalent reputed brand)	02 Nos.
27	Double Side Tape (½ inch width) of good quality	05 Nos.
28	Double Side Tape (1 inch width) of good quality	05 Nos.
29	Duster Cloth White (Big) (20 x 20 inches)	50 Nos.
30	Duster Cloth Yellow (28 x 30 inches)	50 Nos.
31	DVD (Moserbaer / Sony/HP / equivalent reputed brand)	20 Nos.
32	Eraser ((Natraj/Apsara /equivalent reputed brand))	10 Pkts.
33	Fevicol 100gm	10 Nos.
34	Fevicol 150gm	10 Nos.
35	Fevicol 200gm	10 Nos.
36	File Board	300 Nos.
37	File Cover (Cobra SC-003/ equivalent reputed brand)	500 Nos.
38	File Cover (Cobra/Auto/Ring/ equivalent reputed brand)	200 Nos.
39	File Flag/Page Marker – 25mm x 75mm (Desmat / equivalent reputed brand)	50 Nos.
40	Gel Pen (Reynolds/ Cello/Montex/ Linc/ equivalent reputed brand)	50 Nos.
41	Gem Clip Plastic coated (28 Size) (Different Colors)	20 Pkts.
42	Glue Stick (each) 15 grms. (Kores / equivalent reputed brand)	50 Nos.
43	Gum Bottle-250 ml (Camel / equivalent reputed brand)	05 Nos.
44	Gum Bottle-500 ml (Camel / equivalent reputed brand)	05 Nos.

45	Gum Bottle-700 ml (Camel / equivalent reputed brand)	05 Nos.
46	HB Pencil (Natraj/Apsara /equivalent reputed brand)	50 Pkts.
47	Highlighter (Camlin /equivalent reputed brand)	50 Nos.
48	Log Book-04 Qr. (for drivers)	10 Nos.
49	OHP Marker (Transparency Pen) Each pkt. – 05 Nos. (Luxor / equivalent reputed brand)	30 Nos.
50	Paper A4 Size - 75 GSM (Century / equivalent reputed brand)	500 Ream
51	Paper Cutter (Big Size) (Nataraj/Omega /equivalent reputed brand)	25 Nos.
52	Paper Cutter (Big Size) (Nataraj/Omega / equivalent reputed brand)	10 Nos.
53	Paper Pin (each pin 1 Inch length)	10 Pkts.
54	Paper Pin (each pin 1.5 Inch length)	10 Pkts.
55	Pen (Reynolds/ Cello/Montex/Linc/ equivalent reputed brand)	500 Nos.
56	Pencil Cell-AA (Eveready / equivalent reputed brand)	20 Nos.
57	Pencil Cell-AAA(Eveready / equivalent reputed brand)	200 Nos.
58	Pendrive (16 GB)- Sandisk /HP/ Kingston/ Transcend/ equivalent reputed brand	10 Nos.
59	Pendrive (32 GB)- Sandisk /HP/ Kingston/Transcend/ equivalent reputed brand	10 Nos.
60	Permanent Marker-Thick (Camlin /Luxor/ equivalent reputed brand)	25 Nos.
61	Permanent Marker-Thin (Camlin / Luxor/ equivalent reputed brand)	25 Nos.
62	Pilot Pen (Luxor)	20 Nos.
63	Plastic Folder/Clear Bag of good quality	200 Nos.
64	Poly Propylene Twine (Plastic Packaging Rope)	10 Bundles
65	Punch Machine-Double (Kangaro / equivalent reputed brand)	10 Nos.
66	Punch Machine-Single (Kangaro / equivalent reputed brand)	10 Nos.
67	Register-1 Qr.(National / equivalent reputed brand)	10 Nos.
68	Register-2 Qr.(National / equivalent reputed brand)	10 Nos.
69	Register-3 Qr.(National / equivalent reputed brand)	20 Nos.
70	Register-4 Qr.(National / equivalent reputed brand)	20 Nos.
71	Register-5 Qr.(National / equivalent reputed brand)	05 Nos.
72	Register-6 Qr.(National / equivalent reputed brand)	05 Nos.
73	Register-7 Qr.(National / equivalent reputed brand)	05 Nos.
74	Rubber Band–Big Size	02 Kg.
75	Rubber Band–Medium Size	02 Kg.
76	Scissor-Big Size (Pony / equivalent reputed brand)	05 Nos.
77	Scissor-Medium Size (Pony / equivalent reputed brand)	05 Nos.
78	Self Adhesive Slip/Yellow Slip – 3’’x 3’’ (Desmat / equivalent reputed brand)	15 Nos.
79	Sharpener (Natraj/Apsara /equivalent reputed brand)	10 Pkts.
80	Stamp Pad-Blue Big size (Camel / equivalent reputed brand)	10 Nos.
81	Stapler (Heavy Duty) (Kangaro/ equivalent reputed brand)(DS-12S/17 size)	10 Nos.
82	Stapler (Medium) HP45 (Kangaro / equivalent reputed brand)	10 Nos.
83	Stapler (Small) 10 Size (Kangaro/ equivalent reputed brand)	10 Nos.
84	Stapler Pin 10 No. (Kores/Kangaro/equivalent)	100 Pkts.
85	Stapler Pin 24/6 No.(Kores/Kangaro / equivalent reputed brand)	100 Pkts.
86	Stock Register - 3 Quire (Gracemark / equivalent reputed brand)	01 Nos.
87	Stock Register - 4 Quire (Gracemark / equivalent reputed brand)	01 Nos.
88	Stock Register - 5 Quire (Gracemark / equivalent reputed brand)	01 Nos.
89	Stock Register - 6 Quire (Gracemark / equivalent reputed brand)	02 Nos.
90	Stock Register - 7 Quire (Gracemark / equivalent reputed brand)	01 Nos.
91	Stock Register - 8 Quire (Gracemark / equivalent reputed brand)	01 Nos.
92	Sutali	05 Bundles
93	Tag-Large (50 tags in each bunch)	25 Bunches
94	Tag-Small (50 tags in each bunch)	75 Bunches
95	Tape Dispenser (1’’) Omega / equivalent reputed brand	10 Nos.
96	Thumb Pin (Plastic)	50 Pkts.

97	U-Clip Plastic coated (28 Size) (Different Colors)	20 Pkts.
98	White Board Duster (Magnetic)	10 Nos.
99	White Board Duster (Wooden)	50 Nos.
100	White Board Marker (Camlin /Luxor/ equivalent reputed brand)	200 Nos.
101	Writing Pad (Big) No. 55 (160 Pages) (Neelgagan/ equivalent reputed brand)	20 Nos.
102	Writing Pad (Small) No. 33 (80 Pages) (Neelgagan / equivalent reputed brand)	50 Nos.
103	Writing Pad (Spiral) small (Neelgagan / equivalent reputed brand) No. 66 (80 pages)	10 Nos.
104	Any other stationery items of reputed brand required	As per requirement

Signature and stamp of bidder



**NATIONAL INSTITUTE OF FASHION TECHNOLOGY
RAE BARELI (U.P)**

Annexure 'C'

FINANCIAL BID

(Keep this Financial Bid in Separate Sealed envelope)

Name of Work: Supply of stationery items

1. Name of Tenderer and Agency. :
2. Period of Contract : One year (may be extended for further period subject to satisfactory performance)
3. Maximum discount on MRP of Stationery items. :
(The flat discount on MRP should not be less than 17%)

I/We hereby quote the overall flat discount of% on MRP of Stationery items indicated at Annexure 'B'

(in word.....%)

Note:

- The tender will be awarded to the firm who will quote the highest discount (in %) on MRP of stationery items indicated at Annexure 'B'. The discount will be applicable on MRP's of all the stationery items mentioned above as well as other stationery items of reputed brand (not covered under Annexure 'B') required to be procured as per situational requirement.
- The indicated quantities/items at Annexure 'B' are tentative and may be increased or decreased as per requirement of the institute.

Signature and stamp of bidder